

**MINUTES, LIMESTONE COUNTY COMMISSION, JULY 20, 2015**

The Limestone County Commission met in a regular meeting today, at 10:00 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

Present: Stanley Hill, Steve Turner, Jason Black, and Ben Harrison. Absent: None. Mark Yarbrough, Chairman presided.

Kelly Howard, from Martin & Cobey Construction gave a construction update on the Courthouse renovations.

Jim Maynard, from Martin & Cobey Construction, gave a construction update on the Jail expansion.

The meeting began with the Pledge of Allegiance.

**MOTION** was made by Steve Turner and seconded by Stanley Hill to approve the following claims

7/02/15	Check # 33922 – 33960	\$ 697,999.74
7/02/15	Check # 33961	\$ 384.94
7/02/15	Check # 33962	\$ 4,000.00
7/10/15	Check # 33963 – 34033	<u>\$ 491,887.07</u>
	TOTAL	\$1,194,271.75

with detailed claims of the above being on file for review upon request to the County Administrator.

The Chairman asked if there was any discussion. Commissioner Steve Turner stated that detailed lists of checks paid are available for public review at the Commission office. The Administrator called the roll. Steve Turner, aye; Stanley Hill, aye; Jason Black, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Ben Harrison to approve an Agreement with Election Systems & Software, LLC - ES&S Software Hosting, System and Services, to provide for an address specific sample ballot on voter education website for; per election set-up fee of \$10.00 per machine (35 machines).

The Chairman asked if there was any discussion. The Administrator called the roll. Jason Black, aye; Ben Harrison, aye; Stanley Hill, aye; Steve Turner, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Stanley Hill to approve ongoing assurance maintenance plan with SCYTL Software Clarity Connect Voter-ED Web Portal Suite; \$4,900.00 annually.

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The Chairman asked if there was any discussion. County Engineer, Richard Sanders, gave a brief on the project. The Administrator called the roll. Steve Turner, aye; Stanley Hill, aye; Jason Black, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Steve Turner to approve an agreement with Morell Engineering to provide Construction Engineering & Inspection services for Project ACOA59669-ATRP(003), Intersection Improvements at US Highway 31 Huntsville-Brownsferry Road; \$53,450.44 – To be reimbursed from ATRIP Funds.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Steve Turner, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Jason Black to reappoint Stanley Hill to the Community Action Partnership Huntsville/Madison & Limestone Counties, Inc. Board.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Jason Black, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Ben Harrison and seconded by Jason Black to award the following bids:

<b>Proposal No.</b>	<b>Item</b>	<b>Awarded To</b>	<b>Amount</b>
2542	Printing - Privilege License Forms for License Commission	Printers & Stationers, Inc.	\$269.00
2544	Heavy Duty Tilt Bed Trailer for District I	Econoline Trailers, Inc.	\$9,900.00
2545	Gasoline & Diesel Fuel	Campbell & Ward Petroleum, LLC	\$0.18 gas & diesel

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Ben Harrison, aye; Jason Black, aye; Stanley Hill, aye; and Steve Turner, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Stanley Hill to hire the following for the positions of Correction Officers, pending drug and alcohol screenings:

- o Justin Blake Lovell
- o Dion Miguel Hose
- o Daniel Blake Tomlin
- o Austin Tyler Berry
- o Maria Harris

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Stanley Hill, aye; Jason Black, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Ben Harrison and seconded by Steve Turner to suspend the Rules of Order to add a job description for the County Engineer to the agenda.

The Administrator called the roll. Ben Harrison, aye; Steve Turner, aye; Stanley Hill, aye; and Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Ben Harrison and seconded by Jason Black to amend the County Engineer job description to remove requirement to be register as a land surveyor.

**Limestone County  
JOB DESCRIPTION**

Job Title: County Engineer  
Department: Engineering  
FLSA: Nonexempt  
Job Description Prepared: January 2013  
Grade: XV

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chairman, County Commission  
Subordinate Staff: Assistant County Engineers; Engineering Assistants; Engineering Clerk; District Foremen  
Other Internal Contacts: County Commissioners; Department Heads; EMA; Equipment Operators  
External Contacts: General Public; Utility Companies; Contractors; Supply Companies; Construction Companies; State/Federal DOT; FEMA; ADEM; Alabama Fish and Wildlife; CSX Railroad; Vendors; Attorneys

Job Summary

Within the general parameters established by the County Commission and under their administrative direction, this employee serves as the County's engineer and director of the department. Performs highly responsible and diversified professional engineering

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work. The employee provides oversight, management and supervision for all department personnel and engineering operations. Responsibilities range from establishing departmental goals and priorities in conjunction with the Commission, to planning and implementing engineering projects, to managing the departmental budget and personnel matters, and ensuring that all projects and functions fall within established parameters and mandates. Advises on priorities, materials, equipment and/or projects to be undertaken by District Commissioners. Responsible for administration of projects involving state or federal funds. Reports bridge and roadway data to state DOT. Considerable independent judgment and latitude are afforded this employee in the operation of the department and associated projects. Serves as the Floodplain Administrator.

### Job Domains

#### **A. Departmental Management**

1. Serves as Department Head
2. Develops annual budget; submits to Commission.
3. Reconciles budget; justifies expenditures.
4. Works with HR to prepare for and post job vacancies.
5. Interviews applicants for job vacancies.
6. Hires new employees.
7. Assists subordinate employees in solving problems and in addressing complex and challenging situations and project environments.
8. Establishes departmental priorities in consultation with the Commission.
9. Develops and evaluates bid specifications for projects to include equipment and materials; makes recommendations to the Commission.
10. Researches internet and professional sources for grant opportunities.
11. Applies for grants.
12. Designs projects.
13. Manages grants received.
14. Handles bidding processes for equipment, materials and projects including developing specifications, sending bids, opening bids, reviewing bids, and recommending awards.
15. Resolves problems and complaints.
16. Investigates, considers, and evaluates new technologies and engineering techniques.
17. Assembles reports; makes presentations.
18. Consults with attorneys as necessary.

#### **B. Supervision**

1. Trains new employees.
2. Assigns tasks and projects.
3. Ensures that tasks and projects are performed accurately and within specified time frames.

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4. Corrects job performance.
5. Conducts performance reviews.
6. Provides disciplinary actions.
7. Considers/approves leave requests.
8. Maintains records of employee hours.
9. Approves time and payroll.
10. Ensures current credentials and training of subordinate employees.
11. Ensures that the proper safety gear is used by crew members.

### **C. Engineering**

1. Renders independent professional engineering advice/assistance to professional and supervisory staff in implementation/execution of public works improvement projects and activities.
2. Advises/directs professional, sub-professional and other employees engaged in design, construction and maintenance of all public roads, highways, bridges and related drainage structures and other governmental activities.
3. Establishes project design/construction parameters necessary to conform to good engineering practices as related to local, state and federal specifications and requirements within budget guidelines.
4. Directs the technical administration of all federal and state aid projects.
5. Directs subordinates in conducting a variety of engineering surveys, including horizontal, vertical, topographical, construction.
6. Reviews engineering plans submitted by developers for new subdivisions within the County.
7. Maintains compliance with ADEM/EPA underground storage tank permit.
8. Conducts accident investigations regarding bridges and roadways.
9. Provides a variety of engineering services.
10. Uses specialized equipment and techniques such as GIS, GPS, CAD software and surveys.
11. Assesses County-wide drainage needs.
12. Designs systems to alleviate and address problems and complaints.
13. Designs roads and bridges.
14. Conducts intersection improvements.
15. Designs park facilities.
16. Designs site plans.
17. Develops specifications and budgets for projects.
18. Conducts site and building assessments as necessary.
19. Collects and compiles data.
20. Maintains documents and records of all projects.
21. Maintains current credentials and knowledge of civil engineering practices.

### **D. Department Operations**

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1. Maintains responsibility for departmental operations.
2. Maintains communications with Commission; apprises of project status.
3. Schedules and conducts meetings.
4. Attends meetings and training programs.
5. Prepares reports and statistics regarding projects.
6. Makes presentations regarding projects and departmental activities.
7. Receives and processes work requests.
8. Maintains appropriate inventory.
9. Maintains traffic signs and signals.
10. Drives a county-issued vehicle throughout the County to make site visits.
11. Researches internet and professional sources for current practices and techniques.
12. Participates in professional associations and job-related organizations.

### **E. Bridge Safety and Inspections**

1. Ensures compliance with ALDOT and FHWA regulations regarding inspections.
2. Determines appropriate weight limits.
3. Ensures that signage regarding weight limits is posted; maintain signs according to ALDOT specifications.
4. Closes bridges as indicated.
5. Recommends bridge repairs; presents to the Commission.
6. Repairs bridges as necessary.
7. Assists contractors in major bridge repairs as necessary.
8. Inspects bridges following accidents.
9. Maintains master list of bridge-related conditions, needs and repairs.

### **F. Floodplain Administration**

1. Manages floodplain program; serves as Floodplain Administrator.
2. Ensures compliance with ADEM/EPA Storm Water program to include: develops program, carries out objectives, makes reports, and coordinates with ADEM.
3. Assesses areas, developments, and topography.
4. Informs and educates the public regarding floodplains and floodplain areas.
5. Evaluates and considers development in floodplains prior to issuing building/development permits.
6. Conducts studies and research projects.
7. Provides a variety of engineering services related to floodplains.
8. Works with attorneys as necessary and required.
9. Coordinates and meets with various officials and agencies.

### **G. Public Relations**

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1. Works proactively with community organizations and businesses.
2. Addresses and responds to requests from the media.
3. Receives citizen questions, complaints and requests and takes action to resolve issues.
4. Makes presentations at public meetings and events.
5. Performs other duties as necessary.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County rules, regulations, policies and procedures.
2. \*Knowledge of County road and bridge systems.
3. \*Knowledge of organization, structure and functions of County government.
4. Knowledge of safety rules including accident causation and prevention.
5. Extensive knowledge of principles and practices of civil engineering.
6. Knowledge of laws associated with the practice of civil engineering.
7. Knowledge of current tools, equipment and techniques used in conducting projects associated with civil engineering.
8. Writing skills to develop letters and other materials using correct English, grammar, punctuation, and spelling.
9. Math skills to perform complex engineering and survey calculations and measurements.
10. Reading skills to interpret technical manuals, construction plans, reports, textbooks, directions, ordinances, and codes.
11. Verbal skills to communicate effectively with supervisor and co-workers.
12. Skills in solving design problems.
13. Skills in organizing, prioritizing and sequencing projects and tasks for self and others.
14. Skills to utilize GIS and GPS equipment and other industry technologies.
15. Skills to conduct surveys and utilize equipment for associated tasks.
16. Ability to develop, read and interpret blueprints, sub division layouts, as-built drawings and other documents utilized in performing required engineering functions.
17. Ability to perform accounting and budgetary functions.
18. Ability to effectively supervise subordinate employees.
19. Ability to communicate effectively using written and oral methods, with peers, officials, employees, media and the general public.
20. Ability to use computers and office productivity software programs.
21. Ability to use CAD software.
22. Ability to develop and maintain records and reports using the computer.
23. Ability to manage hardcopy and computer files.
24. Ability to operate office equipment to include multi-line phones, copiers, fax machines, typewriter, and others.
25. Ability to work independently with no direct supervision.
26. Ability to manage time effectively and handle multiple projects.

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27. Ability to use specialized equipment and tools.
28. Ability to drive.
29. Ability to lift and carry items weighing in excess of 50 pounds.
30. Ability to wear and utilize safety equipment.

### Minimum Qualifications

1. Bachelor's degree in civil engineering from an accredited college or university.
2. Registration as a Professional Engineer (PE) by Alabama State Board of Licensure for Professional Engineers & Land Surveyors.
3. Minimum of 7 years of professional experience as a civil engineer in road and bridge maintenance; and bridge inspections.
4. Current and valid Alabama driver's license.
5. Able to travel over-night to attend meetings and training programs.
6. Ability to work extra hours, weekends or non-standard hours.
7. Ability to remain on call 24/7.
8. Ability to achieve Certified Bridge Inspector designation within 5 years.

### Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Ben Harrison, aye; Jason Black, aye; Stanley Hill, aye; and Steve Turner, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Steve Turner to approve the following merit increases, which are included in the base pay and cost of living pay as listed below.



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<b>Name</b>	<b>Position</b>	<b>Effective Date</b>	<b>Current Rate Per Hour</b>	<b>New Rate Per Hour</b>
Linda Black	Van Drive – COA	7/28/15	11.05	11.40
Michael E. Boyles	School Resource Officer	7/05/15	28.06	28.94
Michelle Burns	Appraisal Clerk	7/21/15	16.86	17.39
Sharon Davis	Homemaker – COA	7/18/15	10.00	10.31
Jamie Ezell	Reappraisal	7/25/15	15.37	15.85
Teresa E. Hall	Real Property Appraisal II	7/07/15	21.75	22.44
Jonathan Hardiman	Deputy	7/18/15	21.91	22.60
Rhonda Long	Nutrition Site Manager	7/21/15	15.37	15.85
Gary McNatt	Patrol Lieutenant	7/18/15	25.48	26.28
John Moore	Corrections Officer	7/01/15	15.37	15.85
Justin Todd Romine	Equipment Operator II	7/05/15	18.64	19.22
Maggie Settle	Courthouse Security	7/22/15	20.30	20.94

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Steve Turner, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Jason Black to approve the following subdivisions:

<b>Name</b>	<b>S/D Type</b>	<b>Approval Type</b>	<b>Lots</b>	<b>District</b>	<b>Location</b>
The Arbors Addition #5	Major	Preliminary	45	2	North side of Newby Rd
Bain Subdivision IV	Minor	Preliminary & Final	Adjust Property Line	1	1.7 miles from AL Hwy 251

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Jason Black, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Stanley Hill and seconded by Jason Black to approve to purchase (1) 2016 MACK GU713 chassis and dump body for District I in the amount of \$131,056.00.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Stanley Hill, aye; Jason Black, aye; Steve Turner, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Stanley Hill to approve to remove from inventory of the Jail, 2007 Dodge Charger, VIN 2B3KA43H97H845368; Alfa insurance settlement received in the amount of \$12,148.38.

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Stanley Hill, aye; Steve Turner, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Steve Turner to approve the following Change Orders for the Jail Expansion project in the amount of \$5,994.58.

- Smith Service Corporation – CO #08 relocate grilles and associated ductwork room C111 and room C112; \$1,414.34
- Premier Structures Inc. – CO #10 bondo type A windows; \$2,410.00
- Veep Electric Service Inc. CO #07 power for water solenoids; \$1,120.91
- Veep Electric Service Inc. CO #08 type 2 security fixtures; \$1,049.33

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Steve Turner, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Ben Harrison to amend a portion of the Rules of Procedures; Section V. Order of Business. Motion failed for lack of a second.

Chairman Mark Yarbrough announced public hearing to discuss the Close-Out of the County's 2013/14 CDBG Grant # CY-CE-PF-12-002 from the Alabama Department of Economic and Community Affairs to help purchase and renovate the building at 25820 Nick Davis Road, East Limestone Senior Center. He turned the floor over to Del Schafer from TARCOG to conduct the public hearing.

Mr. Schafer stated, the State of Alabama, yearly, through the Alabama Department of Economic and Community Affairs (ADECA) utilizes HUD funding to give competitive grants to local units of government to promote the socioeconomic welfare of its citizens. One of these funds, the Community Enhancement (CE) Grant fund, is specifically designed to meet unique needs of predominantly low and moderate income persons for necessary "quality of life" facilities and services not covered under other ADECA-CDBG Grant Programs. Under the CE program, the Commission applied for, and received a grant to purchase and upgrade the building that they were renting at 25820 Nick Davis Road as a permanent County Senior Center. This project met the Grant criterion in that it promotes an enhanced quality of life in a HUD defined population sub group (elderly persons - aged 60 and over) which is, by definition presumed to be made up of predominantly low and moderate income beneficiaries.

As a part of the Grant Application process, the County established a Citizen Participation procedure for holding public hearings to solicit opinions and receive comments from its citizens on its proposals for applications and use of CDBG funds. This Hearing presents a summary of the Commission's CDBG Grant supported project to acquire and renovate the building to serve as a Senior Center in the dynamic, growing area of East Limestone County. The purpose of the Close-Out Hearing is to

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inform the County's citizens of the project, its process, and outcome, and to solicit their opinions on the project and its execution.

Questions on the CDBG process in general, and/or this project may be asked at the end of this presentation, or submitted to the Commission, in writing. In order to be included in the grant records, questions or comments on the project must be received within seven days after this hearing. Written questions received in this period, will receive a written reply within seven working-days of their receipt.

The activity in this project had its origins in 2011, when the Commission, in response to significant requests from area senior persons, realized that there was a serious underserved need for a Senior Center facility in the dynamic, growing area of East Limestone County. At that time, the Commission, wishing to both serve and quantify this need, rented a building complex located at the corner of Nick Davis and McCulley Mill roads; and, the East Limestone Senior Center there officially opened July 11, 2011.

The building, previously the site of Corinth Church of Christ, and then, a small business/office complex, had been used by the Council on Aging for an East Limestone Senior Center since March of 2011, and based on its strong patronage and area citizen adoption as a meeting center, in 2012, the Commission determined that purchasing the building would both allow the senior center to utilize more of the building, and, in the long term, be more cost-effective to the County. To this end, the Commission applied for, and received a 2012 CDBG Grant for \$250,000 to execute this project, initially estimated to cost \$374,500.

Public opinion for a Center in the area had been strongly exhibited for several years; and a large compendium of letters of support received from area seniors during the Application process also clearly indicated that the presently rented Nick Davis Road facility was ideally situated, and represented the clientele's ideal choice for a location. This established "loyalty" and identity with the rented facility, was one of the key reasons that the County proposed to buy it, rather than build a new, as it had done in several other areas.

The Project was originally developed as two activities: Acquisition of the building, and; Renovation of the facility. Renovation was to consist of : a) the addition of a safe-room within the facility, by hardening one of the rooms using a FEMA design plywood and reinforcing wood beam interior retrofit; and, b) ADA restroom upgrades and kitchen area electrical and plumbing rehab/upgrades and minor paint and carpentry work.

Acquisition of the building was completed 08/20/13, however, due to area dynamics, the building cost, appraisal estimated at \$340,000 in 2011 for the Application, rose by over \$35,000 as a result of the required 2013 based "fair market value" appraisal.

In 2014, the County retained Goodwyn, Mills and Cawood to do an architectural analysis of the building, and to prepare the bids for the renovations/upgrades. Their analysis indicated that the original proposed FEMA safe-room hardened-room wood

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based construction retro-fit plan was not feasible for the Nick Davis facility due to structural and other considerations; and, therefore, a far costlier, FEMA/storm resistant standard compliant poured/reinforced concrete design was required.

The resulting Senior Center Upgrade/Rehab Project was let in September of 2014 using a turnkey bid, calling for: 1) the incorporation of the FEMA standard safe-room, using below ground based on reinforced, poured concrete construction design; and, 2) the rest of the nominal ADA restroom, plumbing, electrical, and cosmetic repairs.

The construction/rehab bid, based on the necessary use of the revised, higher-cost, safe-room construction method, came in at \$243,900. In addition to injecting the Grant required Matching Funds, the County also provided funds for: 1) replacing one of the facilities aging HVAC units, 2) construction of a French drain system, which during construction, was necessary to insure the integrity of the safe room's concrete foundation, and 3) replacement of the building's old, non-energy efficient windows..

The project was completed, and its final inspection held, in March 18, 2015, with an official Grand Reopening held on April 30<sup>th</sup>. The total CDBG Project, of acquiring and renovating the building cost \$641,351.81, with the Grant providing \$250,000 of the funds.

No one spoke in opposition.

Commissioner Stanley Hill thanked the Commissioners for their reappointment to the Community Action Partnership Board. He reported that his district has finished chip sealing Fain Road, Guthrie Road and the parking lot at Piney Chapel School. He said they will be replacing some cross pipes on the roads. He thanked the I.T. Department for their part in live streaming the commission meetings.

Commissioner Steve Turner reported that his district is bush hogging. He cautioned drivers to be aware when passing by. He stated that East Limestone Road was now situated from the settling from where the new pipe was installed.

Commissioner Jason Black reported that his district is bush hogging and will be chip sealing the parking lot at Clements High School. He stated that his district assisted Madison County Commissioner Steve Haraway with hauling sand for their turf management program at James Clemons High School; which is in Limestone County.

Commissioner Ben Harrison stated his district has a lot of corrugated pipe collapsing and will be working to replace those as they go. He said Easter Ferry Road has an area that is a fairly major cross drain that will have to be addressed. He said his district is trying a new technique for patching, going back over with plant mix; which they used to replace pipes under Myers and Lydia Corey Roads.

Chairman Mark Yarbrough recognized Mike Nave, the county's Parks and Recreation Director, and commended Mike and Richard Martin for the Limestone County's Richard Martin Rails-to-Trails being ranked number 11 in America. He acknowledged Lauren

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Askew and Michelle Williamson for the great job they did in making it possible to live stream the commission meetings. He expressed hope that more and more people would watch the meetings. He said, "That's just another way to be open, honest and transparent to the people we represent every day."

Recessed at 10:29 a.m. until 10:00 a.m. on Wednesday, July 29, 2015, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.